

PARIS Shipping Order Procedure (ANL Form 126C)

The ANL 126C document will be created in PARIS within a “Shipping Order Folder”.

What is the difference between a Transfer Order and a Shipping Order? The document will be known as a “Transfer Order” until fully approved by Shipping, at which time it will be re-named “Shipping Order.” The two terms (Transfer Order/Shipping Order) are used interchangeably within this procedure. All users should be aware that the document is a “Transfer Order” during on-site routing and the document will automatically be renamed “Shipping Order” upon Shipping Department approval at which time the material will be released from the site and turned over to a carrier. A “Transfer Order” is **NOT** an approved document to transport material off-site.

When do I print a copy and send the Material to Shipping? After completion of the ANL 126C document, the creator will “Complete” and “Route” the Shipping Order Folder in the same manner as a Requisition Folder. A copy of the document should be printed, affixed to the material being shipped, and transferred to the Shipping Department. The material transfer should take place before shipping approves the Shipping Order Folder. The Shipping Department will not approve the folder until all of the preparations required for shipment of the material are complete. If the material is dropped off at shipping and the transfer order is not approved within one week, Shipping will notify the requestor that they have one additional week to have the transfer order approved by those remaining on the thread so that Shipping can approve and release the shipment. After that time, the material will be sent back to the requestor. If a transfer order is approved and no material is received by shipping within two weeks of the transfer order approval, the transfer order will be disapproved.

Does the Shipping Order Number Change from Transfer Order to Shipping Order? NO! The system will automatically provide a unique sequential Shipping Order Document Number, and its’ respective Bar Code. *The Bar Code will only be visible on the final Shipping Document (as printed-out on the hard copy created in Shipping).* The unique sequential Shipping Order number will NOT change during routing or at any time during the transfer process (while the document is identified as a transfer document).

1. SHIPPING ORDER FOLDERS: There are several different types of Folders.

- **Create a Stand-Alone Shipping Order:** This option will be available to all PARIS Users. A Stand-Alone Shipping order will be used for all types of shipments; i.e., non-procurement related, transfer of material to other Universities. A Stand-Alone cannot be used to return an item against a PARIS Purchase Order; i.e., wrong item received, Damage, Overage, etc. A Stand-Alone Shipping Order can reference a PARIS Award if the shipment does NOT back-out the receipt of a previously receipted item; i.e., warranty repair. A Stand-Alone Shipping Order can be used by an authorized Technical Representative to return a shipment against a BPA (Blanket Purchase Agreement) release, or by an AMOS decentralized user to return a shipment against an AMOS Material Order. The folder can be created from within any Desktop Agenda Folder (Pending, Miscellaneous Folder).
- **Create a Shipping Order within a Purchase Requisition (PR):** This option will be available to all PARIS Users authorized to create Requisitions. A PR Shipping Order will be used when a PR includes a “Statement of Work” that requests

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that material/equipment be shipped to the Contractor; i.e., repairs. The Shipping Order folder will be created inside a Purchase Requisition folder. Any additional routing threads required to route the Shipping Order will be added to the PR routing thread (see "Routing the Shipping Order," page 7 & 8). The Shipping Order will be automatically routed to the Shipping Department upon Award of the Contract by Procurement.

- **Create a Shipping Order against a PARIS/Historical Award:** This option will be available to Procurement Officials ONLY. A PARIS Award Shipping Order will be used when returning an item that was received against a PARIS Award. A Shipping Order created against a PARIS Award automatically backs out the receipt of the item being returned, and will often be tied to a Receiving Material Exception (Damage, Overage, Wrong Material Received). The folder can be created from within any Desktop System Folder (Pending, Award, Procurement Package, Miscellaneous Folder). When the Shipping Department approves the Shipping Order, the Receiving Department does not have to back out the original receipt of the item because the system automatically updates the quantity and clears the material exception (10 items received, 1 item returned, system adjusts quantity to 9 received, and exception is cleared). If applicable, this action will put a hold on the payment or allow accounting to issue a credit to the Contractor.

2. **CREATING A SHIPPING FOLDER**

- From the desktop (can be in a PR or System Folder): right mouse click, select "Create Folder", then select "Shipping".
- A pop-up menu will prompt you to select the type of folder (Stand-Alone or PR). *Procurement Officials will have a third option to select PARIS/Historical Award.*
- When the PARIS/Historical Awards menu is selected (Procurement option only) a request for additional information will be displayed. The Stand-Alone or PR Shipping Order Folders do NOT require any of this additional information. The Procurement Official must provide the following information:
 - The PARIS AWARD Number
 - A reason code (Damage, Overage, Return for Replacement, Return).
 - ✍ A second dialog box will be activated to select the appropriate line item. *Note: Before a Shipping Order can be created for "Damage" or "Overage" the Receiving Department must have created a material exception. The system will display the lines that have been written against the material exception. If an award has a material exception for both damage and overage, a separate shipping order will have to be completed for each type of action. The "Return for Replacement" or "Return" code will automatically display all conformed line items of the award which have a material receipt against them, and the Procurement Official can select the appropriate item.*

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- After you select the type of Shipping Order, click “OK”. The system will open the ANL-126 document automatically.
- Complete the document and route (same process as routing a requisition). See “Routing the Shipping Order” in Section 4 of this procedure.

3. COMPLETING THE TRANSFER/SHIPPING ORDER DOCUMENT

The Document opens to the “Shipping Header” or main parameters. Line Item description is available under the tab titled “Line Item”. Each section prints as a separate page.

The Document can be completed by typing in the appropriate information or by using the system look-up menus. Hold the cursor over an information box such as “Company Name.” If an hourglass is displayed a system look-up menu is available. Double click to activate the menu or single click and type in the appropriate information. Typing over the information can change pre-filled information. Any information box that cannot be activated is filled-in by PARIS; i.e., “Name of ANL-126C Signature Authority”. Just double-click on the ANL-126C Badge box and select a name, the system will complete the badge number, name, and extension that you have selected.

A. SHIPPING HEADER

- The Document requires the following Information:
 - Date (System automatically fills-in the date)
 - Date Required at Destination (Mandatory) The Date chosen should be the date that you want the material to reach its destination. Allow sufficient time for the approval thread to be completed and allow for adequate time for the carrier to get the material to the destination. Delivery times for the fastest shipments are next day for most domestic air express services and 3 days for international shipments, including those to Canada and Mexico. The longer the lead-time, the lower your transportation costs.
 - Company/Address Information Double click in the Company name box and select from a look-up menu. Company Name/address **can be entered manually** if a system vendor is not selected. Be sure to verify that the address is the correct address. In many cases, the address for the business office is not the correct address. When this happens the address can be manually changed. ***NOTE:** Assumes that the PR parameters have been entered with Contractor/Supplier information. If the Supplier Section of the PR Parameters has not been entered, the Company information section of the Shipping Order will remain blank and can be manually entered or a new supplier can be selected from a database vendor file (just double-click in the box).*
 - ✍ If the shipment is to be delivered to a residential address the “Home” checkbox must be checked. Addresses CANNOT be entered as P.O. Box or APO. A full street address, city, country, and

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postal code are required. For international shipments, the postal code should be entered in the zip/postal code field.

NOTICE: CARRIER LABEL RESTRICTIONS:

1. **Address lines and City Lines are restricted to 25 characters.** The document has fields for two address lines and one city line. The second address line is intended for international shipments. If any of these fields are more than 25 characters, the line will display in red. The name **MUST** be revised by abbreviating. Do not enter a PO Box or APO on the second address line.
 2. **For Canadian Shipments, use the “State” field to identify Canadian Provinces.** The “State” Box drop-down menu now includes the abbreviations of all Canadian Provinces.
 3. **If you exceed the 25-character restriction, the system will display a reminder message advising that abbreviations are required.**
 - a. When you download a PARIS Vendor file that exceeds the 25 character restriction; or
 - b. When you close the shipping order document; or
 - c. The system will **“Stop”** you from completing the shipping order if the number of characters has NOT been adjusted by order completion.
- Phone Number (Mandatory) If the PARIS Supplier file is down-loaded and the file contact information has been entered, the phone number will pre-fill.
✍ *International shipments, including those to Canada and Mexico, require an international phone number.*
 - Reference Number or Contractors’ Return Authorization (RMA) Number, if applicable
 - Cost Code The system will verify that a legitimate cost code has been selected.
 - Badge/Name of ANL Contact/Extension The contact person must be someone who is familiar with the Transfer Order. That person may be contacted in the event of questions. When hazardous materials are being shipped, the contact will be listed as the ANL-E Fire Department’s point of contact in case of an emergency call from an outside response agency requesting technical information. *NOTE: The Recipient information in the PR will be pre-filled as the Contact person. However, the Contact name can be changed from that of the PR Recipient, if so desired. Double-click to pull up a table of ANL employees.*

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- E-Mail Address for Tracking Number (Optional) If the ANL Contact provides an e-mail address, the Shipping Department will e-mail carrier tracking information to that address.
- Reason for Shipment (a drop-down menu will allow you to select the reason as coded in the table below). The “Reason for Shipment” Box contains a data field to enter additional instructions to shipping or a message to the vendor. For shipments being charged to another company’s account number, the name of the carrier and the account number should be listed here.

Reason Code	Creator	Mat'l Exception	Type
Hand Carry *	All		All
Loan	All		All
Other (Explain)	All		All
Return of Loan	All		All
Return to Vendor – Damaged	PRO	Yes	**PARIS Awards
Return to Vendor – Erroneous Shipment	PRO	Not Required	**PARIS Awards
Return to Vendor – Overage	PRO	Yes	**PARIS Awards
Return to Vendor – Replacement	PRO	Not Required	**PARIS Awards
Return to Vendor – Return	PRO	Not Required	**PARIS Awards
Warranty Repair	All		All

** Note: The Hand Carry Reason Code is to be used if an employee is hand-carrying material off-site; i.e., computer equipment for home use or display items being hand carried to an off-site conference. Before hand carried materials can leave the site, the Shipping Department MUST complete the approval thread. A printed copy of the **Shipping Order** MUST accompany the material when carried off-site.*

***Note: A reason code that starts with “Return to Vendor” is only available to Pro-officials, an authorized BPA Call Manager, or to an AMOS Decentralized User. THE SYSTEM WILL NOT ALLOW A “RETURN TO VENDOR” REASON TO BE PROCESSED FROM WITHIN A STAND-ALONE OR PR SHIPPING FOLDER. IF SELECTED, THE REQUESTOR WILL BE GIVEN A MESSAGE TO CONTACT PROCUREMENT WHEN EXITING THE DOCUMENT.*

- Req Number If the Shipping Order Folder is created within a PR Folder, the PR Number will automatically fill-in.
- Award Type (PARIS, AMOS, or NONE Checkbox) Identify type of Award. When the PARIS or AMOS checkbox is activated, a PARIS Award number or AMOS MR number should be entered in the data field below the

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checkboxes. If the shipment is NOT against a PARIS order or an AMOS MR, “None” should be activated.

- AMOS Receipt Correction This checkbox must be activated to back-out an AMOS receipt when a credit is required. If you do not know if a credit is required, the AMOS Buyer will activate the checkbox.
- P Card Order (only used at ANL-West, not visible to ANL-East).
- Procurement Name (Can be manually entered by the creator – any folder type) When Procurement creates a PARIS Award Folder or awards a PR that contains a Shipping Folder, the system automatically fills-in the appropriate Buyer name.
- Procurement Release Signature When the shipment is related to a Procurement action, and the Procurement Official approves the Shipping Order, the system will automatically fill-in the signature block.
- Export Reviewed/Signature of Export Control (if Applicable) For international shipments, Export Control will automatically be added to the routing thread and the “Export Reviewed” box will indicate “Export Review Approve”. For domestic shipments, the “Export Reviewed” box will indicate “Export Review Not Required” and export control will not be added to the routing thread.

✍ Signature of Export Control *(The system will automatically insert the name of the approver. The approvers name will not appear until after their review and approval.)*

✍✍ *Complete information in this section is especially important when a foreign destination is indicated. All of the key fields, i.e., quantity, unit of measure, unit price, and item description are utilized to perform an Export Control. Incomplete or insufficient information may result in delays of Export Control approval.*

- ANL-126 Badge/Signature Authority/Extension An authorized approver can be selected from a list of authorized ANL-126C approvers, just double-click. ANL-East and ANL-West will display their own appropriate lists.

✍ Signature of ANL-126C Approver *(The system will automatically insert the name of the approver. The approvers name will not appear until after their review and approval.)*

How to be an authorized ANL-126 Approver To be included in the list of authorized ANL-126 approvers, a user must:

- (a) ANL-E & ANL-W - Complete a “Request for Signature Authorization” (ANL-38) and submit it to the Chief Operations Office.

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- (b) ANL-E Only - Approvers must have answered “YES” to question D7.4 (Administrative or Management responsibilities) of the “Argonne Job Hazard Questionnaire.”
 - (c) ANL-E Only - COMING SOON!! Later this year, the Shipping Department will require that an authorized ANL-126 approver complete an on-line training course. Once implemented, the course must be completed in order to be included in the list of authorized ANL-126 approvers. Shipping will advise when the course is activated.
- High Risk Property/DPR/Badge/Property Tag/Signature of DPR (Mandatory) When “Yes” is activated, the Division Property Rep. must be added to the form. Double-click in the DPR field to get a list of Authorized Property Representatives. The list will be refreshed daily from the Property System listing of the KARAS Table so that the list remains current with valid PARIS Account DPR’s. ANL-East and ANL-West will display their own appropriate lists.
 - ✍ Signature of DPR *(The system will automatically insert the name of the approver. The approvers name will not appear until after his review and approval.)*
 - Does Shipment Contain Records/Yes/No If “Yes” is activated, the creator must create an ANL-509 Form (Off Site Records Transfer Verification Form) inside the Shipping Folder. The system will not allow you to complete and route the folder until the ANL-509 is completed. The ANL-509 Form can be created within the Shipping Order Folder, just right mouse click on the desktop, select “Document/Forms,” then Select “ANL-509”.
 - Vendor Pickup *Note: The default is set for “No”*
 - ✍ At Location - Activate the button when the Vendor will pickup the shipment at a location other than the Shipping Department. **IT IS MANDATORY that the Shipping Order Folder be “routed to” and “approved by” the Shipping Department before the material can be turned over to the Vendor/Carrier for release from the site and shipment off-site.** It should be noted that prior to Shipping Approval the document is not a “Shipping Order,” it is a “Transfer Order” (internal use only for on-site movement of materials). Upon approval, an e-mail notification will be sent to advise that the ANL-126 has been approved. After Shipping’s approval, the creator can print the shipping order and give a copy to the Vendor for shipment off-site.
 - ✍ At Shipping - Activate the button when the return authorization provided by the Contractor requires that the Shipping Department hold the material for pick-up by an authorized Carrier or Vendor-owned truck.

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- Was Material in a Controlled Area ? Health/Physics Review (includes Boxes for Extent of Radiation, Where was item used (Bldg/Room), Survey Results, Survey Date, and Health/Physics Approved Boxes)
 - ✍ ANL-West - Mandatory Requirement, must select “Yes” or “No”. If the question “Was Material in a Controlled Area,” is marked “Yes”, the creator must enter a green tag number. Health/Physics review not required.
 - ✍ ANL-East - Mandatory Requirement, must select “Yes” or “No”. If the question “Was Material in a Controlled Area?” is marked “Yes”, a Health/Physics Approver will be automatically added to the thread. A list of Health/Physics Approvers will be displayed when the Creator routes the Shipping Order. The Creator will be required to pick a Health Physics Approver from the List. The Health/Physics Approver will be able to review and/or complete the remaining Health/Physics boxes; i.e., “Extent of radiation”, “Where was item used”, “Survey results”, and “Survey date”. The Health/Physics Approver’s name will be automatically filled-in by the system when Health/Physics approves the shipping order.
 - ✍ Signature of Health/Physics Approved (The system will automatically insert the name of the approver. The approver’s name will not appear until after their review and approval.)
- Declaration of Hazards contained in the Shipment (Field for “Does This Shipment Contain any of the Following Hazards” and all associated checkboxes). Any material that is classified as a hazardous material by the Department of Transportation must be indicated in this area.

Note: Failure to declare a hazard may result in fines and incarceration.

- ✍ ANL-EAST - Each Hazard listed must be answered with “Yes” or “No”. If “Yes” is selected, the system will prompt the user to attach, if needed, an MSDS document. An MSDS document could be added to the Shipping Order Folder as an “external attachment” upon completion of the Shipping Order Document. (see the PARIS Help File on how to add a external document). A pop-up message will remind the requestor that an MSDS must be included on the package when transferred to the Shipping Department in Building 46. If you are unsure as to the proper classification of the material you should contact the Shipping Department or Traffic Manager for assistance. The physical form and total quantity of material must be filled in.
- ✍ ANL-West - If any hazard is marked “Yes”, an MSDS number must be provided in the appropriate box. ANL-West does not require that an MSDS document be added to the folder. The West Shipping Order

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Document has an option box (not available to East) to activate when no Hazard is Present. When selected, the system automatically pre-fills all of the Hazard selections as "NO".

B. LINE ITEM

All information regarding the material being shipped is to be addressed in this section. The fields to be addressed are quantity, unit of measure, unit price, and item description. The creator must complete all information fields. The system displays one line item; however, additional line items can be added by selecting "Append" from the PARIS Tool Bar. When a Shipping Order is created against a PARIS Award (only available to procurement), the system will activate a list of award line items; and the appropriate line(s) can be selected for return. Additional line items cannot be added to a PARIS Award Shipping Order. If Receiving has created a material exception, only the items displayed in the material exception will be available for selection. Additional line items can be added by selecting "Append" from the PARIS Tool Bar.

NOTE: Complete information in this section is especially important when a foreign destination is indicated. All of the key fields, i.e., quantity, unit of measure, unit price, and item description are utilized to perform an Export Control. Incomplete or insufficient information may result in delays of Export Control approval.

- **Item Nbr** The System automatically enters the Shipping Order Line # (sequential).
- **Award #** When a Shipping Order is created against a PARIS Award, the award line item number will be displayed.
- **Quantity** The quantity of the item(s) being shipped should be entered.
 - PARIS Award Shipping Orders: When the list of award line items is displayed, the award quantity is provided, and the Buyer must enter the quantity being returned (10 items purchased, 2 items returned). Once the line items are selected and the return quantity entered, the system will automatically download the information into the line item parameters.
- **Order UofM** The "Unit of Measure" of the item at time of award (Each, Box, Package, etc.)
 - PARIS Award Shipping Orders: When the list of award line items is displayed, the award UofM is provided, and the Buyer must enter the UofM that is being returned. If a partial UofM is to be returned, evaluation of the Unit of Measure is necessary (next field). If one box of 100 capacitors has been ordered, and 25 are being returned, the award quantity can not be 1 box. The Buyer will have to calculate the amount to be returned as 25% (0.25).
- **Unit of Measure** The "Unit of Measure" of the item being returned under this shipping order.
- **Unit Price** The cost or approximate value of the material being returned

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- **Market Value** The system will calculate the total value (quantity X's unit price)
- **Sub-Component** Only visible for reason codes that cover "Return to Vendor" and "Replacement", and should be activated to indicate that a part of an item is being returned; for example, 1 computer system was ordered (UoM is each), and the item being returned is a network card (a component of the system).
- **Item Description** A complete information identifying the material, including, manufacturer, model number, and serial number, if applicable.

IV. ROUTING THE SHIPPING ORDER

- Who Completes and Routes the Shipping Order? The Creator/Requestor is responsible for the "COMPLETE" and "ROUTE" function, including those PARIS Award Shipping Orders that are created by Procurement. When Procurement creates the PARIS Award Shipping Order, the Procurement Official will "TRANSFER" it to the Requestor to complete and Route.
- Can approvers in the routing process add or change information on the Documents? A Shipping Order Folder is routed in Read-Write mode with the exception of the PARIS Award Shipping Order, which will contain fields that are Read-Only. Those fields will be Procurement related info only (Contractor, PO #, line item information), all other fields in the document will remain in Read-Write mode.
- How are the Threads activated?
 - o Division Threads: The shipping order may differ from that of a requisition, for internal division routing there is an option to select the existing "Approved System Thread" or create a new system thread. To create a new system thread, select the "Create System Thread" button. The system will generate the list of division approvers that is activated from the mandatory requirements delegated by the completion of the Shipping Order Document. You (the person performing the complete, route function) will be the first approver on the thread; any additional approvers can be added into the thread chain as required by your internal approval requirements.
 - o Shipping Approval Threads: The Shipping Order Document activates the approvals required by Laboratory Policies and automatically adds them to the thread; i.e., ANL-126 Authority, DPR, Export Control, Health Physics, etc. The respective badge number, approver name, and approval date will be captured in the system thread and tracking log. Once approval has been completed, the approvers name will automatically fill-in on the Document form.
- How do I route a Shipping Order that is created inside a Purchase Requisition? If a Shipping Order is created inside a PR, the thread for the shipping order document

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requirements will be added to the Requisition's routing thread. The Shipping Order Approvers will be inserted after the financial authorities of the PR. The Buyer will be the last Approver to review the document before it is routed to Shipping for the final approval.

- The routing thread will build in the following order:
 - Division Thread, if applicable (similar to that selected for a PR)
 - ANL-126C Signature Authority, Mandatory
 - Export Control, if applicable
 - DPR for High Risk Property, if applicable
 - Health Physics Approver (ANL EAST ONLY), if applicable
 - Procurement Official, if applicable (if a PARIS Award number has been entered). *When Procurement creates the Shipping Folder (PARIS Award), Procurement will be the first approver.*
 - Shipping Department, Mandatory

V. AUTOMATIC UPDATES TO THE RECEIVING SYSTEM (PARIS AWARDS only)

- The system will automatically create a return in the Receiving System, adjust the quantity originally received, and clear the Receiving Material Exception. The adjustment is made upon approval of the Shipping Order by the Shipping Department, all without manual intervention or tracking during the process

VI. SHIPPING DEPARTMENT APPROVAL

- The Shipping Department will complete the carrier information and approve the shipping Folder.
- After Approval of the Shipping Order, the Shipping Department will print the document and secure it to the package being shipped.

VII. SYSTEM GENERATED E-MAIL NOTIFICATIONS

- Notice to Shipping - Stand-Alone & PARIS Award Shipping Folders: An e-mail message will be automatically sent to the shipping department when the Requestor completes and routes the shipping order folder.
- Notice to Shipping - PR Shipping Folders: An e-mail message will be automatically sent to the shipping department when the Requestor completes and routes the PR Folder.

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- The current system e-mail notice that advises an approver that he has a requisition in PARIS to approve will include a notification that that Requisition Package includes the existence of a shipping document that will also need to be reviewed and approved. Approval of the Requisition package automatically includes approval of the shipping document.
- Notice to Creator (All Shipping Order Folders): An e-mail message will be automatically sent from Shipping to the Creator, when the Shipping Department Approves the Shipping Order Folder.

VII. SEARCH UTILITIES AND COPIES

- View a Copy: The shipping order folder can be viewed at any time during the routing and shipping process. From the PARIS Toolbar select “Utilities,” from the pull-down menu select “Search for Shipping Orders.” A dialog box will be activated requesting the search parameters. The system will search by PR Number, Award Number or Shipping Order Number. By selecting the action, “Open Item on Your Desk Top,” and double clicking on the item list from the search, the system will interrogate your desktop and open the shipping folder. By selecting the “Get Read Only Access,” and double clicking on the item list from the search, a read only view will be brought in the VIEWS Folder. The user can open and look at the shipping order or create a printable image and print it. REMEMBER TO DRAG THE VIEW-ONLY COPY FROM THE VIEWS FOLDER TO YOUR TRASH FOLDER AND EMPTY THE TRASH AS SOON AS YOU ARE DONE VIEWING THE SHIPPING FOLDER.
- Creator/Approver Copy:
 - The system will automatically leave a copy for the creator (person performing the complete, route function).
 - The system will automatically leave a copy for an approver (person in the routing thread whose role is to review and approve) if the shipping order has been moved from the “In Box” to another folder prior to approval. A copy will be retained in the “System/Miscellaneous Folder). If approved or routed from within the “In Box”, a copy will not be retained.
- Automatic Copies: A copy of a PARIS Award Shipping Order or a PR Shipping Order will be automatically stored in the Executed Folder of the Award. Any user can view an Award Folder by selecting “Search for Reqs/Awards” from the toolbar Utilities Menu.
- When is Copy Stored in Executed Folder?
 - PR Shipping Order is automatically stored upon award of the Purchase Order. If the PR results in an award that is a Modification or Task Order, the system will

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automatically store the copy in the “Executed Folder” of the original Award, never in the “Executed Folder” of the Mod or Task Order.

- PARIS AWARD Transfer Orders will be “transferred” (not routed) by Procurement to the Requestor, who will perform the complete/route function. Once the Transfer Order has been activated by the complete/route function, a copy will be automatically stored in the executed folder of the award.
- The Award copy (stored in the Executed folder) will always contain the most current information. Any information added by an approver will be immediately visible to all viewers. However, the Freight information that is entered by Shipping will not be visible until the document has been fully approved by Shipping.